

DD/S REGISTRATION

FILE

Personal 15

DD/S 71-3789

31 SEP 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Agency "Fact Book"

Colonel White:

While we have made a great deal of progress in producing material (answers for questions) for the "Fact Book" for recruiters, I don't feel we are ready today for the Director to see the papers. We are having a further "go" with the object of having something to show you before you leave. Part of our problem with the initial work is that it doesn't seem designed for young ears.

/s/ John W. Coffey

John W. Coffey
Deputy Director
for Support

EO-DD/S:LDP:es (29 Sept 71)

DD/S:JWC:llc (30 Sept 71)

(Rewritten)

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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Agency "Fact Book"

Colonel White:

Our efforts to produce a "fact book" about the Agency have progressed to the point of identifying many of the questions asked of our recruiters together with the composition of suggested replies that will be useful in fielding queries about the intelligence business. However, I consider this only an initial step in the preparation of a concise and well-organized narrative description of the Agency and its responsibilities.

I propose to have for your initial review by 6 October 1971 a preliminary narrative based on the questions and answers we already have. This should give you an idea of our approach to the problem and what form the final product will take.

John W. Coffey
Deputy Director
for Support